

CTP Closeout Procedure

Transportation Planning Branch



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Version .2

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Purpose

The purpose of this procedure is to document the process of closing out a Comprehensive Transportation Plan (CTP) study upon completion. This procedure applies to urbanized areas, small urban areas, and counties.

Background

Upon completion of a Comprehensive Transportation Planning study for an area, the Project Engineer shall close out the study through organization and storage of information critical to the development of the CTP.

Responsibility

- The Project Engineer is responsible for closing out the study.
- The Project Engineer is responsible for organizing and storing files (both paper and digital) in the designated location in the TPB library – room 447.
- The Project Engineer is responsible for discarding extraneous materials.

Policy, Regulatory, and Legal Requirements

None

Scheduling and Time Constraints

Upon final distribution of the CTP report, closeout of the study should be completed within 30 days. Refer to "[CTP Document – Prepare and Distribute](#)" procedure.

Procedures

Procedure Input – Data and analyses output from the development of the CTP; CTP Plan adopted by the NC Department of Transportation.

Procedure Output – Archival CD/DVD; Organization and storage of CTP files pertinent to the development of the CTP; organized study files.

Step	Action
1	<p>Organizing the Study Closeout Box:</p> <p>Obtain empty box from library room 447. The following documents should be stored in the box:</p> <ul style="list-style-type: none"> • 1 paper copy of the newly developed CTP Report. • 1 copy of the CD/DVD with the CTP report in the PDF format. • 1 copy of the CD/DVD containing all the material used for CTP development, follow steps 2 & 3:
2	<p>Organizing and storing CD/DVD Files:</p> <p>All study development files shall be indexed in an MS-Word/ Excel and retained on CD/DVD. One copy of the CTP report and working files should be included in the Closeout Box storage box (see Library room 447). Files on the disk should include:</p> <ul style="list-style-type: none"> • Complete CTP Report in Adobe Acrobat format • Complete set of GIS files necessary to recreate CTP maps • Planning Boundary (ArcGIS file format) • Projections of historic Average Annual Daily Traffic (AADT) using the Transportation Planning Branch (TPB) Traffic Forecast Utility (TFU) or similar program • Any other files, e-mails (in text format), or databases as appropriate • Any important figures that were generated for public meetings that were not a part of the report <ul style="list-style-type: none"> ○ Street Inventory ○ Population and Employment Data ○ Capacity calculations ○ Parking inventory and/or analysis data ○ Work files on projection of employment, population, persons/dwelling unit and auto ownership ○ Traffic Accident Data ○ Bicycle and Pedestrian inventory and data ○ Rail inventory and data ○ Transit inventory and data ○ Base Map containing field notes ○ Existing and projected land use, and land development plan ○ Goals and objectives surveys (blank form and summary of results) ○ Analysis information on alternative plans/environmental data ○ Information on public involvement and advertisements

	<ul style="list-style-type: none"> ○ Other data as appropriate
3A	<p>For hand allocation or non-modeled studies, the Project Engineer is responsible for closing out the study by completing the following steps. All study development files shall be retained on CD/DVD.</p> <ul style="list-style-type: none"> • Hand Allocation Model Spreadsheet showing base year and future year trip tables and productions and attractions
3B	<p>For modeled studies, the Project Engineer is responsible for closing out the study and completing the following steps. All study development files shall be retained on CD/DVD. One copy of modeled study materials should be included in the Study Closeout Box and one copy should be provided to the Model Group Supervisor.</p> <ul style="list-style-type: none"> • All files required to recreate/ run model, readme file describing model structure and files, and model documentation report according to Travel Demand Model Documentation. • TransCAD archive that includes calibrated Base Year and loaded Future Year (master line file and all other networks including do-nothing, existing+committed, and comprehensive transportation plan) networks • TransCAD version and release number used for model development • Base year and Future year trip tables, trip generation files (from IDS or other program) and, productions and attractions • All the necessary computer files required for reproducing model outputs • List of projects by horizon years, if appropriate • Other data as appropriate
4	<p>Maintaining the Correspondence Files:</p> <p>The Project Engineer should review the main CTP project file (library room 447) to ensure that it is organized and includes all correspondence. Thus includes all original letters and memoranda received by the Project Engineer as well as copies of any letters or memoranda sent out by the Project Engineer. The Project Engineer should NOT maintain a personal file for the study. The study correspondence file is to remain in the TPB files.</p>
5	<p>Upon completion of the study and organization of the above data sets and files, all extraneous materials should be discarded or recycled.</p>

Warnings and Precautions

None

Resources and Tools

- File Storage Box (see room 447 to obtain)
- [CTP Document – Prepare and Distribute](#)
- [Hand Allocation Model Spreadsheet](#)
- [Travel Demand Model Documentation](#)
- [Traffic Forecast Utility \(TFU\) Spreadsheet](#)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 707-0911
- For questions about performing this procedure contact: Elena Talanker (919) 707-0911

Glossary

Comprehensive Transportation Plan (CTP)

User Access

Intended for NCDOT Internal Use Only, but not exempt from the public records access requirements

Flowchart

None

Record of Revision

Version	Section Affected	Description	Effective Date
1.1	Procedures	Updated link to “CTP Document – Prepare and Distribute” procedure	8/19/09
2	Procedures	Reorganized procedure to reflect changes in CTP Maps – Adoption procedures. Minimized number of map copies. Updated library location – room 447, updated link to “CTP Document – Prepare and Distribute” procedure	20/1/2012